

City of Stafford  
2610 South Main  
Stafford, Texas 77477  
281-261-3900

Position:	Public Works Director
Class Structure:	Management
Class:	Director
Level:	3
Department:	Public Works
Salary Range:	Commensurate with Experience, Education, & Knowledge
Submit application/resume:	Darla Steubing – dsteubing@staffordtx.gov
Posting Date:	March 16, 2016
Posting Deadline:	Open Until Filled

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **DEFINITION**

This is a supervisory position to plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including street maintenance and construction, storm water system maintenance, enforcement of storm water regulations, engineering, traffic engineering, building maintenance, manage solid waste contract services, parks, vehicle maintenance, planning, plat review, GIS and city website; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor, City Council, Planning and Zoning and Stafford Economic Development Corporation (SEDC).

### **SUPERVISION RECEIVED AND EXERCISED**

Reports directly to Mayor and receives general administrative direction from the Mayor and confers with City Council members and acts on City Council motions.

Exercises direct supervision over professional, management, technical, clerical and maintenance staff.

### **EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:**

#### **Essential duties and responsibilities**

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, storm water system maintenance and enforcement of storm water regulations, engineering, traffic control, building maintenance, parks maintenance, vehicle maintenance and solid waste services; recommend and administer policies and procedures;
2. Provides direction and support for the city's GIS system, city maps, special projects;
3. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
4. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Serve as one of the City's resources for technical engineering expertise.
9. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and contentious issues.
11. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
12. Development and evaluation of programs and policies for implementation of departmental and City needs and goals and implementing Comprehensive Plan.

13. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and new developments.
14. Represent the City and the Public Works Department to the general public and other entities to coordinate/facilitate Public Works activities with public service needs.

#### **Other important duties and responsibilities**

1. Provide staff assistance to the Mayor, City Council, Planning and Zoning and SEDC; prepare and presents staff reports at meeting and communicate through appropriate correspondence.
2. Provide staff support to the Mayor, City Council and other City Departments as needed.
3. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive public works program.

Management skills to analyze programs, policies and operational needs.

Construction techniques involving streets and roads, drainage systems, flood control and computer skills.

Principles and procedures of facility maintenance.

Principles and practices of program management, development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluations.

Current Human Relation and employee labor law issues.

Pertinent Federal, State and local laws, codes and regulations.

Being able to implement technology into the Public Works Department to improve efficiency in operations.

**Ability to:**

Plan, organize, direct and coordinate the work at all levels of staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Public Works Department.

Determine the feasibility of various municipal projects.

Coordinate design, construction, inspection, and maintenance activities for a variety of projects.

Identify and respond to community issues, concerns and needs.

Develop and administer goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing and make informative and thorough presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

Participate and provide assistance and leadership in emergency management events.

Follow all safety rules and regulations of the department to which assigned.

Maintain effective audio-visual discrimination and perception needed for:

*making observations*  
*reading and writing*  
*operating assigned equipment*  
*communicating with others.*

Maintain mental capacity which permits:

*making sound decisions and using good judgment*  
*demonstrating intellectual capabilities.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Five years of increasingly responsible experience in public works management, construction or a related field, including three years of administrative and supervisory responsibility, ten years preferred.

#### **Training:**

Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management or a related field.

#### **Residency Requirement**

Live within twenty (20) miles of the City of Stafford city limits.

#### **License or Certificate**

Must have a valid Texas driver's license and a safe driving record.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office/**field** environment; may work in inclement weather conditions.

#### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Stand/Walk	Be able to walk around construction sites to inspect and consult on constructions practices.
Sit	For most tasks at a standard desk with an executive chair, at meetings, to drive, to meet with others in their office.
Talk/Listen	To communicate with the public and staff in person and by telephone.
Dexterity	To be able to capably write and efficiently use the computer and the telephone.
Climb/Balance	Be able to climb banks of 3:1 slope and maintain proper balance around construction sites.
Stoop/Crawl	To obtain files from bottom drawers of file cabinets.
Kneel/Crouch	To be able to reach top drawers of file cabinets.
Lift/Move	To be able to lift and move 40 pounds, file boxes and large rolls of construction plans.
Vision	To type, key enter data, review, and sort and distribute printer material.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER